

Notice to Providers of Professional Services  
Request for Qualifications  
Housing First Program Services  
RFQL-DCS-1500001

**Professional Services Category:**

- GS-185 Social Work

**Description of Services Required:**

- (1) Development and implementation of a program based on the Housing First model to assist homeless and chronically homeless individuals and families.
- (2) The management of a tenant based rental assistance voucher program or a permanent or temporary facility to be determined by the City and County of Honolulu at which Housing First services will be provided to the homeless.

The specific services may include, but are not limited to:

1. Development and implementation of an intake and assessment program for homeless and chronically homeless individuals and families that will include the use of the Vulnerability Index – Service Prioritization and Decision Assistance Tool (VI-SPDAT).
2. Provision of support services to homeless and chronically homeless individuals and families to include case management services, client transportation services, and appropriate social services provided on-site or at an off-site location.
3. Management of a permanent or temporary facility, facility management and operations to include 24-hour attendant and security, daily maintenance and upkeep of facilities, and management oversight.

**Project Schedule:**

The City intends to make a consultant selection upon the closing of this Request for Qualifications and award shortly thereafter.

**Material Submittals:**

All material submitted which have not been clearly designated as proprietary shall become the property of the City and shall be subject to public inspection and may be returned only at the City's discretion.

Submit the following:

1. The name of the organization or person, the principle place of business, and location of all of its offices;
2. Conflicts of interest in performing services for the City and County of Honolulu;
3. Background information on the organization in terms of mission and purpose, years in existence, and the names, positions, and tenure of key personnel;
4. Description of the organization's experience and qualifications to undertake intake and assessments of homeless persons and families, as well as case management and support services. The organization should specifically describe its experience in using the VI-SPDAT tool and its participation in the Hale Ō' Mālama coordinated assessment program;
5. The organization's experience with the operations and management of tenant based rental assistance vouchers, or permanent or temporary facilities and programs which provide shelter and services to homeless persons;
6. Past record of performance on contracts in respect to cost control, quality of work and ability to meet schedules;
7. A listing of all current projects of similar scope under contract for public agencies and private industry;
8. Any other pertinent information or literature that should be considered.

**Evaluation Criteria:**

Submittals will be evaluated based on the following criteria, in descending order of importance, as required by Hawaii Revised Statute, Section 103D-304:

1. Experience and professional qualifications relevant to the project type; and
2. Past performance on projects of similar scope for public or private industry including corrective actions and other responses to notices of deficiencies; and
3. Capacity to accomplish the work in the required time.

**Deadline:**


1. An original, and three (3) hard copies, of the submittal materials packet shall be submitted no later than 4:30 p.m. HST on September 24, 2014, to:

City and County of Honolulu  
Department of Budget and Fiscal Services  
Purchasing Division  
530 South King Street, Room No. 115  
Honolulu, Hawaii 96813  
Attn: Professional Services Advertisement No. RFQL-DCS-1500001

2. No Facsimiles or electronic copies will be considered.

**Questions:**

Should you have any questions about this ad, please call 768-5535 or email:  
[bfspurchasing@honolulu.gov](mailto:bfspurchasing@honolulu.gov).

  
WENDY K. IMAMURA  
Purchasing Administrator  
City and County of Honolulu 